

SECURITY INFORMATION

ADMINISTRATIVE STAFF

FINANCIAL SUPPORT BRANCH

GENERAL FUNCTIONAL STATEMENT

1. The Financial Support Branch plans, implements and maintains procedures, either unilaterally or in coordination with Divisions of the Office of Communications or of other Offices, for the accumulation of fiscal and related data necessary for the preparation of budget estimates, the accounting and auditorial control of all funds allotted to the Office of Communications and the control of obligations and payments for travel, transportation of personal and household effects, advances and incidental reimbursable expenditures.

2. The Financial Support Branch is responsible for maintaining surveillance of the financial activities of the Office of Communications to determine the adequacy of administrative and accounting controls, compliance with applicable laws, regulations and policies and for initiating improvements in regulatory controls or corrective action where conditions indicate the need thereof.

3. The Financial Support Branch is accountable for the preparation or processing of all documents and papers involving financial obligations and payments for the Office of Communications and the primary review of miscellaneous claims to determine validity, legality and manner of reimbursement.

4. The Financial Support Branch must maintain liaison with the various Divisions of the Office of Communications and of other Offices for the exchange of information relative to financial matters in connection with which the following reports are furnished and documents prepared or processed:

Reports furnished:

Summary Financial Statement covering all activities of the Office of Communications (Quarterly).

Individual financial statements for each Division (Quarterly).

Obligations for blanket travel orders (Monthly).

Cancellations of blanket travel order obligations (Monthly).

Adjustments: - (Monthly or as necessary)

Between vouchered allotment accounts

Between unvouchered allotment accounts

Between vouchered payroll allotments

Between unvouchered payroll allotments.

Reports furnished: (Cont'd)

Inconsistencies between table of organization and payroll - vouchered and unvouchered (Monthly or as necessary).

Temporary duty travel orders against which no vouchers have been filed (Monthly).

Listings of expiring blanket and TDY travel orders to all Divisions (Monthly).

Listings to all Divisions of persons in receipt of maximum per diem (Monthly).

Listings to all Divisions of persons in a TDY status in the U. S. or abroad (Monthly).

Documents prepared:

Travel Orders
Travel Vouchers
Travel Advances
Reimbursement Vouchers
Transportation Vouchers
Time and Attendance Reports (Branch only).

Documents processed:

Requisitions for supplies and equipment
Time and Attendance Reports (Office of Commo)
Pay Checks (Office of Commo)
Purchase Order copies
Fiscal Division Monthly Reports
Finance Division Monthly Reports
Allotment Advices
Request for funds - and transfers thereof
Overtime payment requests
Claims for reimbursement of unusual expenses - hardship cases
Personnel strength reports
Overseas accountings
Vouchered and unvouchered payrolls.
Notices of unliquidated advances to individuals.

Accounts maintained:

Taxicab cash reimbursement fund - Office of Communications.